



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 6-9-16	<u>Interviewer:</u> Mohammed Cato	<b>RFA #16 – 19</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☒    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input checked="" type="checkbox"/> Race    | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
5/13/16	[REDACTED] visits the EOO and asks to speak to MC	MC isn't available
5/16/16	MC follows up and sends an email to [REDACTED] asking if [REDACTED] would like to schedule a time to meet during the week	[REDACTED] does not respond to email
6/8/16	[REDACTED] comes to the EOO to schedule an appointment with MC	
6/8/16	MC leaves a voicemail for [REDACTED] and follows	

	up with an email. [REDACTED] and MC set up an appointment via phone.	
6/9/16	MC and [REDACTED] meet at EOO	<p>[REDACTED] indicates that she started working for [REDACTED] in January 2016 and expressed the following:</p> <p>That she informed her supervisor that she would not be able to work on April 23<sup>rd</sup> due to an independent study with Professor [REDACTED]. She was instructed to call other employees a week in advance to see if they could cover her shift. [REDACTED] did as instructed but could not find someone to take her shift. On the Friday evening before the 23<sup>rd</sup>, [REDACTED] asked student manager, [REDACTED], to let everybody know that she wouldn't be available for her shift because of a school project. On the following Monday afternoon, during her shift, student managers [REDACTED] and [REDACTED] approached [REDACTED] and informed her that she was being written up for missing her shift. [REDACTED] claims that [REDACTED] said that the decision to discipline [REDACTED] came from her immediate supervisor and that [REDACTED] was being written up because the supervisor was in "a mood." [REDACTED] noted that they asked her to sign a document verifying that she missed her work shift.</p> <p>[REDACTED] felt she was being treated unfairly for the following reasons:</p> <p>Generally, 2 hrs notification is needed for an excused absence and she gave her supervisor a week's notice but was penalized because she didn't write a name on a designated sheet indicating that she needed someone to cover her shift</p> <p>[REDACTED] found it problematic that her immediate supervisor did not talk to her directly but sent 2 student managers to inform her that she was being written up</p> <p>[REDACTED] claimed that the student managers locked the door, which raised safety concerns.</p> <p>Due to her concerns, [REDACTED] submitted a letter of resignation to her supervisor and was informed that she needed to give 2 weeks notice to resign.</p> <p>Soon afterwards, [REDACTED] claims that she was being followed by [REDACTED] and [REDACTED] she started to see them in places that she normally doesn't see them. [REDACTED] said that Housing and Human Resources tried to reach out to her but she didn't respond because she was feeling "annoyed, harassed and scared".</p> <p>[REDACTED] said that she suffered from a panic attack due to the situation and that she went home for a week to stay with her mom.</p> <p>In conclusion, [REDACTED] felt that she was treated unfairly based upon her racial identity.</p> <p>MC first asked [REDACTED] if she was aware of support resources on campus and inquired about her well being. MC also explained the purpose of the EO Office and the informal/formal processes. MC further explained that [REDACTED]</p>

		<p>description of events did not suggest that there were racial motivations involved. MC indicated that this sounded like it was a personnel issue and that [REDACTED] should share her concerns with [REDACTED], Director of [REDACTED] at Western so that he could properly address the situation with the supervisor and staff. MC offered to facilitate the meeting and called [REDACTED] to inquire about his availability. [REDACTED] indicated that he would be happy to meet with [REDACTED] and was willing to adjust his schedule. [REDACTED] indicated that she would have to wait to schedule the meeting later in the summer because she was preparing to move out and leave during the week. [REDACTED] indicated that he was available to meet with [REDACTED] during the summer.</p>